

MARICOPA COUNTY EMPLOYMENT OPPORTUNITY

OPEN COMPETITIVE

CLERICAL / DATA ENTRY CLERK

2 Temporary assignments available with Environmental Services – Planning & Analysis Division
May require working Days, Evenings, Nights, Weekends and/or Rotating Weekends
Work Location: 1001 N. Central Avenue or 3343 W. Durango, Phoenix, AZ

Conditions of Employment

These positions are Unclassified under Merit System Rules.

Recruitment Dates

Monday, September 20, 2004 – Open Until Filled

Salary

\$8.00 - \$9.50 Per Hour

Position Qualifications

High School Diploma or GED Certificate and one year of general clerical experience. Must have experience operating basic office equipment such as a typewriter, computer terminal, telephone, copier and fax machine. Experience using Word and Excel desired.

Essential Job Tasks

Answer phones and direct callers to appropriate staff. May respond to customer inquiries or complaints. Input field and complaint data into computer. Generate hard copy complaints for inspection follow-up. Assist with purchasing, inventory control, accounting, or payroll. Compile information for various reports. May perform other related duties as assigned including filing, running errands, receiving and sorting mail, etc.

Selection Procedure

The hiring authority will select the successful candidate based on departmental needs.

Filing Process

For further information and to obtain application materials, please contact :

Donna Rodriguez: (602) 506-6027
Fax: (602) 506-5141

**PLEASE SEND COMPLETED APPLICATIONS DIRECTLY TO ENVIRONMENTAL SERVICES
DEPARTMENT.**

Equal Employment Opportunity

IT IS THE POLICY OF MARICOPA COUNTY NOT TO DISCRIMINATE IN EMPLOYMENT OR THE PROVISION OF SERVICES. MARICOPA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.